

Reimbursement Request for Approved Career Education Expenditures

INSTRUCTIONS

Submit **One** original copy of the *FV-2* form to the Director of Finance, Division of Career Education, P.O. Box 480, Jefferson City, Missouri 65102-0480. The Certification Section at the bottom of this page should be completed prior to sending it to the State Office for approval. A separate *FV-2* form must be submitted for each program or service area and each type of program. Only those items having prior approval on the *FV-4* application may be claimed for reimbursement.

Vendor Code: Enter the county-district code used by the Division of Career Education for payment purposes.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city, and zip code.

Program Codes and Description of Program: A separate *Application for Authorization* must be filed for each program or service area and each type of program. The program code will, therefore, always be a two-part code as illustrated on the division's program code listing.

Column (1) -- **Date Purchased** -- This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures for the acquisition of equipment, supplies, teaching aids, etc., will be considered as an expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

Column (2) -- **From Whom Purchased** -- This is the vendor or person with whom the agreement is made.

Column (3) -- **Description of Item** -- This should be a short identifying statement of the item, service, activity, etc. Detailed descriptions, serial numbers and other information should be outlined on the invoices supporting the transaction.

Column (4) -- **State Use Only** -- Do not complete.

Column (5) -- **Expenditure** -- This is the amount paid for each item described. Show deductions on invoices for discounts, credits, and other memos. Freight costs are considered as part of the equipment expenditure. Only items approved on an *FV-4* may be reimbursed. An **equipment** item is a unit of furniture, an instrument, a machine, an apparatus or a set of articles which does not meet the criteria of being a supply. **Supplies** are those items which (1) are consumed in use; (2) lose their shape or identity with use; (3) are expendable, that is, it is more feasible to replace it than repair it; or (4) are inexpensive. **Other** expenditures are those which represent services such as utilities, communications, transportation, etc. Include an invoice for each equipment/supply purchased. Also include all serial numbers/model numbers that are on the equipment/supply.

Column (6) -- **Check No.** -- This is the number of the check which represents payment for each item described.

Total Expenditure -- This is the sum of all Column (5) Expenditure entries.